Zarqa University
Faculty: Faculty of Economics and Administrative Sciences
Department: Business Administration

Program: (BA /MA): BA
Major: Business Administration
Plan no: 11

Skills Matrix

Skills \ Courses	Second Year									Third Year								Fourth Year						
	Organizational behavior	Selected Topics in Management in English	Operations research	Social Responsibility and Business Ethics	Public Relations	Creativity And Innovation	Public Administation	E- Management	Current Managerial Isuess	Wisdom and Knowledge Management	E- Management	Organization Theory	Production and Operations Management	Management in Islam	Human Resources Management	Entrepreneurial and management of small and medium enterprises	Supply Chain Management	Project management	International Business administration	Strategic Managment	Practical Training	Computer Applications in Management	Change And Crisis Management	Total Quality Management
A. knowledge																								
1. concepts and terminology	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2. translate the marketing idea	x	x	x	x	x	x	x	x	x				x	x				x	x	x	x	x		x
3. Focus on modern scientific methods in translating	x	x	x	x	x	x	x	x	x	x		x	x	x		x	x	x		x	x	x	x	x
4. Employ theoretical knowledge in application	x	x		x	x	x		x	x			x		x		x	x	x	x	x	x	x		x
5. Focus on strong relationships	x	x	x	x	x	x	x	x	x	x	x	x		x	x			x						x
B.Cognitive skills:																								
1. . Application of the course				x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2. Solving problems	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x		x		x	x	x		x
c. Skills of dealing with others and take responsibility:																								
1. Work to take responsibility in personal	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x		x	x		x	x
2. Listen to the views of customers	x	x	x	x	x	x	x	x	x	x		x		x	x			x	x					x
3. . Encouraging teamwork	x	x	x	x	x	x	x	x				x			x			x	x		x		x	x
D. Communication skills, information technology and numerical skills																								
1. Using advanced methods of record	x	x		x	x	x		x	x	x	x	x		x	x	x	x	x	x	x	x		x	
2. Using the latest technological skills	x				x			x	x	x	x		x	x	x	x			x	x	x		X	
3. Using modern mathematical and statistical methods	x	x	x		x			x	x	x	x	x	x	x	x	x	x	x		x	x		X	
E. psychological of skills																								
1. The ability to innovate and use modern	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x		x	
2. Work to adapt to the internal and external environment of the organization	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x		x	x	x	x	x	x	x